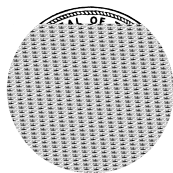


*California Arts Council's
25-Year Jubilee Celebration 1976-2001*



CALIFORNIA ARTS COUNCIL

2001-2004
**MULTICULTURAL
ENTRY PROGRAM**

GUIDELINES
& APPLICATION

POSTMARK DEADLINE: SEPTEMBER 1, 2000



**CALIFORNIA
ARTS COUNCIL**

Gray Davis
Governor of California

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Web: www.cac.ca.gov

Email: cac@cwo.com

Office Hours

8 a.m. - 5 p.m.
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve four-year staggered terms. The Governor appoints nine members; the Legislature appoints two. Council members serve without salary, elect their own chair, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: The mission of the CAC is to make available and accessible quality art reflecting all of California's diverse cultures; to support the state's broad economic, educational, and social goals through the arts; to provide leadership for all levels of the arts community; and to present effective programs that add a further dimension to our cities, our schools, our jobs, and our creative spirit.

Funding: The CAC is a state agency, funded primarily from the state's annual budget process, supplemented with funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not comment on, participate in, or in any way interfere with panel meetings. Contact the CAC for meeting dates and locations.

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's assessment of the applicant's request for funding; and/or
2. Incorrect processing of the required application materials such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: *Dissatisfaction with award denial or with award amount is not grounds for appeal.*

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxation Code, or entities that are a unit of government; and that comply with the Civil Rights Act of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claims to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such materials for official, noncommercial purposes. In addition, the CAC requires documentation of grant activity and appropriate credit for CAC partial support.

Multicultural Entry Program 2001-2004 GUIDELINES & APPLICATION

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Multicultural Arts Development Staff

Josie S. Talamantez, Manager: 916-322-6394
Lucero Arellano, Program Administrator: 916-322-6338

Background

As we begin the new millennium, it is evident that California's population is increasingly multicultural. Culturally specific and multicultural communities have developed traditional and contemporary arts, but may not have had the resources to develop institutions to support these arts. Over the years many culturally specific and multicultural arts groups have become healthy, vibrant organizations. Others, though having merit and potential, lack the financial support to develop beyond small, local operations. Some culturally specific and multicultural arts groups do not survive and their loss denies all Californians the opportunity to share and understand both the diversity and commonalities of all the state's peoples. In addition, employment for culturally specific and multicultural artists, opportunities for cultural expression, and important contributions made to community development through artistic and cultural activities are lost when these groups/organizations do not survive. The Multicultural Entry (MCE) Program was developed to promote these grass-roots efforts.

Purpose of Entry Grant

To further extend its services and funding to all Californians, the California Arts Council (CAC) offers its MCE Program for small culturally specific and multicultural arts groups/organizations that need financial assistance and professional development for continued growth. Applicants are those that have not traditionally been funded in the Organizational Support Program. The MCE Program is intended to assist groups/organizations in becoming more competitive in their field of expertise. This, in turn, should increase the diversity of artistic participation, expression, and presentation throughout the state.

Goals

The MCE Program will:

- Provide support for traditional and contemporary artistic activities of culturally specific and multicultural arts groups/organizations;
- Provide grantees and other interested groups professional development opportunities to increase their chances of successfully competing for CAC and other agencies' grants programs; and

- Gather information from culturally specific and multicultural arts groups to assist the CAC in designing future programs and policies.

Eligibility

Culturally specific and multicultural community music groups, theater groups, dance companies, artists' collectives, film and video groups, visual arts, and literary groups *which have been doing arts programming for at least one year*, are encouraged to apply. **Applications from both tribal and community arts groups are also encouraged.** Groups/organizations currently funded in the Organizational Support Program in the 2000-01 fiscal year are ineligible to apply. For this program, *multicultural* groups are defined as those groups that are deeply rooted in and reflective of the cultural communities they serve. Interested culturally specific and multicultural arts groups should contact the Multicultural Arts Development staff (Josie S. Talamantez, Manager; Lucero Arellano, Program Administrator) at the CAC to clarify any questions or discuss the application process.

Who May Participate

- Applicants whose principal residence is in California;
- Unincorporated culturally specific and multicultural groups; and
- Nonprofit tax-exempt organizations.

Fiscal Receiver

An applicant group/organization that does not have nonprofit status has the following options in order to receive MCE grant funds:

- Use a fiscal receiver that has nonprofit status, 501(c)(3), and that will provide the fiscal and administrative services needed to complete the grant.
- Use the Social Security number of one of the group's members, but be aware that the grant will reflect as personal *income* on tax records. For tax reporting purposes, consult with a tax counselor or a local IRS office. If an individual is designated as a contractor, he or she is acting as a fiscal receiver for the arts group/organization named in the grant contract.

In either case, the applicant group/organization and fiscal receiver must agree in advance on the accountability of grant funds and other responsibilities associated with the grant. **If a grant is awarded, the fiscal receiver becomes the legal contractor.**

Multicultural Entry Program 2001-2004 GUIDELINES & APPLICATION

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Program Description

An MCE Program grant provides three-years of support in two component areas: professional development and financial.

Professional Development: Participation in this component is mandatory and a requirement of all MCE grant recipients. Multicultural Arts Development (MCAD) staff facilitate a series of educational training activities that include conferences and one-day training seminars; collaborate with state and national arts service organizations to provide grantees with opportunities for artistic and administrative development. MCAD staff also coordinate with other CAC programs to ensure grantees have access to all training offered throughout the agency.

Financial: A grantee will receive \$4,000 per year, for three consecutive years, to support the artistic and/or administrative activities of the arts group. Each group should have its own goals and activities defined. (NOTE: Three-year funding depends on the status of each year's CAC budget.) After the first year, the supported activities must be partly financed by the arts group by *matching* CAC funds with its own funds. The amount of *matching* money to be raised by the grantee will increase each year, as shown in the chart below (note that chart reflects matching funds required of first-time and returning grantees):

	<i>Arts Council Contribution</i>	<i>Arts Group Contribution</i>
First Year	\$4,000	\$0
Second Year	\$4,000	\$1,000
Third Year	\$4,000	\$2,000
Fourth Year	\$4,000	\$2,000
Fifth Year	\$4,000	\$3,000
Sixth Year and Beyond	\$4,000	\$4,000

Examples of fundable projects include:

- Creation of new art work;
- Exhibition, publication, or performance of a group's work;
- Payment to artists or administrators in the arts group;
- Payment to a guest artist to assist the group's artistic development;
- Payment to consultants to assist group's administrative development;
- Projects that assist an arts group toward economic stability;
- Arts education projects; and
- Other projects to support artistic or administrative activities of the arts group.

The program recognizes that some culturally specific and

multicultural arts groups are affiliated with community service organizations, churches, or other non-arts agencies. MCE grants must be used to support only the arts activities of these multi-service agencies.

What We Do Not Fund

- Current grantees in the Organizational Support Program;
- Out-of-state activities;
- Private for-profit organizations;
- Capital expenditures (purchase of equipment, buildings, land, or construction costs);
- Hospitality or food costs; and/or
- Expenses incurred before MCE grant contract's starting date.

The CAC has established the MCE and Organizational Support Programs in order to assist California arts groups/organizations. Applicants should also review the Organizational Support Program guidelines for eligibility. Future MCE grant recipients, who apply for and receive Organizational Support Program funding, may not receive funding in both program categories. The MCE staff will require the grant recipient to make a choice on which grant award will be received. Interested organizations should review the Organizational Support Program guidelines for eligibility requirements.

Staff Assistance

The staff is available on a limited basis to offer guidance and clarification in preparing your proposal. MCE staff are listed at the beginning of this document. Be sure to contact staff far enough ahead of the deadline to ensure that you can be accommodated.

Grant Review Panel

The panel that reviews MCE applications will consist of artists and arts administrators who reflect the cultural and artistic diversity of applicants. The panel will rank applicant groups/organizations, their funding recommendations are presented to the Council, final funding decisions are made by the Council in a public meeting. Grantees will remain in the program for three years. During the project's duration, however, each grantee must submit final self evaluations describing the previous year's activities, and second and third year proposals describing the group's direction and plans for the coming year. An annual staff review of these proposals will determine if grantees are still eligible according to MCE grant guidelines. At the end of a three-year cycle, however, grantees who wish to continue in the program **must** reapply.

Multicultural Entry Program 2001-2004

GUIDELINES & APPLICATION

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Selection Criteria

Applicants will be reviewed and grants panel recommendations will be made on the following criteria:

1. **Artistic Quality.** Quality will be judged by evidence submitted by the applicant and in relation to the applicant's artistic goals.
2. **Evidence of Community Support.** Community support will be judged by attendance of the community at performances or exhibits, by community contributions, and letters of support for the group's artistic activities.
3. **Proposal's Funding Impact on Group.** Applicants who most clearly make the case that MCE grant support will promote the purpose, current activities, and future plans and goals as arts groups will be most competitive.
4. **Ability to Complete Proposed Activities.** The applicant's past accomplishments, description of current strategies, possible match sources, and plans to successfully carry out the activities during the grant period will provide evidence of the ability to complete the project.

Applicant Ranking

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks to an application. The following is the ranking system used:

- 4 Designates an applicant as the highest priority for funding. "4" applications are considered to be "model" in stature and to meet all of the review criteria to the highest degree possible.
- 3 Considered good to excellent and receives funding after all "4" applications. This is a very good ranking and indicates a very solid organization that is approaching "model" status. It strongly meets the review criteria, however, some improvement or development is needed.
- 2 Considered to be marginally fundable. Funding, if available, may be awarded once all the "4" and "3" applications are awarded funding. These applications have some merit, however, they do not meet the criteria in a strong or solid way.
- 1 Not fundable under any circumstances; inappropriate for CAC support, extremely marginal in quality, etc. This application would not receive funding even if the funding were available.

Within ranking categories there is a possible "+" or "-" to indicate a greater or lesser degree of quality in the category. There is no "4+", "1+", or "1-" possible. Each ranking category and its gradations are translated into a wider numerical scale and all ranks are averaged to obtain the final ranking.

The application review process takes place in two rounds. In the initial round, the panel reviews each application and considers its merits based on the program's review criteria. Work samples (audiovisual and literary materials) and any supplementary information is reviewed at this time.

During this initial round the panel considers the applications as a pool of competitive requests for funding and discusses and ranks the applications individually; the average ranking determines funding priorities.

A fundamental discussion at the meeting allows the panel to identify and share their knowledge and observations about the applicant, the issues regarding the reasons for the ranking should come to the forefront through this method. Panelists will verbalize their rank and clearly justify the reason for their ranking.

In Round Two, ranks are averaged and clustered by rank category from highest to lowest rank. That is, all the "4s" are grouped together, all the "3s", and so on. Each ranking category is then assessed to ensure that all applicants in a cluster are equivalent to the others. In Round Two, the panel reviews categories of rankings, not individual applicants as was the case in Round One.

The panel has the authority to move up or down any applicant or number of applicants it finds to be clearly out of place in any category. The panel recommendations are then forwarded to the Council approximately two weeks prior to the public meeting, at which time review and approval occur.

Multicultural Entry Program 2001-2004 GUIDELINES & APPLICATION

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Application Schedule

Applications must be postmarked by September 1, 2000. The application review panel meets in November 2000 and January 2001 to review proposals. Panel recommendations will be forwarded to the CAC for approval at its April 2001 public meeting. Applicants will receive notice of the Council's decision in early summer of 2001. Contract years are as follows:

Current	Deadline	Panels	Contract Dates
1st yr. 2001-2002	9/1/00	Nov. 00 Jan. 01	7/1/2001-6/30/2002
2nd yr. 2002-2003	TBA	N/A	7/1/2002-6/30/2003
3rd yr. 2003-2004	TBA	N/A	7/1/2003-6/30/2004

Notification of Grant Approval

Notification of awards will be mailed to applicants in early summer of 2001. Be sure to check our Web site or call our toll-free number (1-800-201-6201) in March to confirm the date, time and location of the April 2001 Council meeting at which these awards will be announced.

Contracts

Once a grant is awarded, a contract will be issued and **must be signed and returned to the CAC within 60 days, otherwise grant will be cancelled.** Upon return of this contract, grantees may request a 25% advance. (Instructions for submitting an invoice will be sent with the contract.) The final portion of an award will be available when the grantee completes the initial project and submits a year-end report. **All invoicing must be completed within 60 days of closing contract date.**

OTHER RELATED OPPORTUNITIES

Arts License Plate Funding: Proceeds from the sale of the Arts License Plate, depicting a scene created by California artist Wayne Thiebaud, benefit arts education and local arts programming throughout the state. To request brochures for distribution at events, contact Adam Gottlieb.



OTHER CALIFORNIA ARTS COUNCIL RESOURCES

Grants Programs

Organizational Support Program. For all disciplines, including nonprofit performing arts groups and presenters (or those using a fiscal receiver). Grants are made for general operations or project-related purposes. Amounts are based on organizational budget size. Contact Scott Heckes.

Artists in Residence Program. Project funding that emphasizes long-term, in-depth interaction between professional artists, and the public through workshops and classes sponsored by schools, nonprofit organizations, units of government, social institutions, and tribal councils. Contact Josie S. Talamantez or Wayne Cook.

Performing Arts Touring and Presenting Program. Assists artists and presenters in bringing high quality performing arts to communities throughout the state. The program accomplishes this goal by providing organizations artist fee support when they choose to present CAC Roster Artists (those included in the CAC's **2000-2001 Touring Artists Directory**). Fee support is the reimbursement of a portion of the fees paid to the artists in return for their services in the host community. Artists/ensembles wishing to apply to be included in the CAC's **Touring Artists Directory** need to have a consistent touring history over the past two seasons. Artists/ensembles do not need to have nonprofit status. Contact Patricia Milich or Rob Lautz.

Artists Fellowship Program. Fellowships are awarded to California artists who are the primary creators of their work, not those who interpret or carry out the work of others. Matching funds are not required and no specific project must be carried out with the funds. September 1, 2000 is the deadline for fiscal year 2000-01 applications for Media Arts (audio and video art, film and screenwriting) and New Genre (conceptual art, sound art, installations, performance art, interdisciplinary art, and other art forms of a highly experimental nature). Contact Josie S. Talamantez or Theresa Harlan.

Traditional Folk Arts Program. (Individual Artists, Arts Groups and Organizations). Defined as "homegrown traditional artistic activities" of groups that share the same ethnic heritage, language, occupation, religion or geographic area. Funding for master/apprentice experiences or project support. Deadline will be in March of 2001. Contact Josie S. Talamantez or Theresa Harlan.

More detail about these and other CAC programs is available in the CAC's **2000-2001 Guide to Programs**.

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Definitions

Refer to the following definitions to determine the most appropriate category in which to submit an application (see page 1, question 1). **Please pay special attention to the definitions under Arts in Education, Arts Presenting, Art Service, Folk Arts, Interdisciplinary Arts and Multi-Disciplinary Arts, before determining if your group/organization should be in any of the other categories such as Dance, Literature, Media, Music, Theater, Visual Arts, etc.**

ARTS IN EDUCATION GROUPS/ORGANIZATIONS	FOLK ARTS
ARTS PRESENTING GROUPS/ORGANIZATIONS	INTERDISCIPLINARY ARTS
ARTS SERVICE GROUPS/ORGANIZATIONS	MULTI-DISCIPLINARY ARTS
.....	
Dance	Music
Literature	Theater
Media	Visual Arts

Arts in Education Groups/Organizations

Groups/organizations dedicated to providing arts education in more than one discipline area outside of school curriculum or a degree program. Activities may serve participants in a narrow or wide age range. *Organizations considering application to this category should contact program staff to determine eligibility.*

Arts Presenting Groups/Organizations

Groups/organizations whose primary programming activity is the presentation, rather than production of, the performing arts of varying disciplines.

Art Service Groups/Organizations

Groups/organizations not restricted to one discipline area, serving the needs of individual artists or nonprofit arts organizations usually through professional development or the provision of other services such as mailing labels, newsletters, equipment rental, group insurance, etc.

Dance

Groups/organizations whose primary activity is the creation, production and/or presentation of dance. Dance may include traditional, classical or contemporary forms. This discipline area often includes ethnic, ballet, modern, tap and jazz among other forms.

Folk Arts

Homegrown traditional artistic activities of groups/organizations that share the same ethnic heritage, language, occupation, religion or geographic area. Community and/or family based arts that have endured through several generations, that carry with them a sense of community aesthetic and that demonstrate the highest degree of artistic excellence.

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Interdisciplinary Arts

This category supports projects in which a single work is created by two or more individuals integrating two or more art disciplines. This category does not support projects involving only one artistic discipline. In an interdisciplinary project, each art discipline contributes an essential element without which the work would be incomplete. **This category includes work of a highly experimental nature; i.e., new genre, conceptual art, installations, performance art, sound art and other contemporary art forms.**

Literature

Groups/organizations whose primary purpose is to foster writing activities including fiction, poetry, essays and nonfiction as a professional artistic pursuit. Literature applications come from a variety of arts groups/organizations including literary presses, journals, magazines, literary centers, workshops and services for literature.

Media

Groups/organizations involved in the mediums of film, video, radio, television and media service organizations that are non-profit in nature.

Multi-Disciplinary Arts

Groups/organizations that provide significant organizational resources for two or more distinct artistic disciplines; i.e., dance and visual arts. Groups with a predominant discipline focus, but with ancillary activities in other disciplines should consult program staff before submitting an application.

Music

Groups/organizations including traditional and contemporary music groups, choruses, chamber groups, symphony orchestras, etc., whose primary activity is performing music.

Theater

Theater groups/organizations involved in children's theater, puppetry, storytelling, musical theater, light opera, theater-oriented performance art, mime, as well as large, medium and small theaters producing contemporary, classical and avant garde dramatic works.

Visual Arts

Groups/organizations whose primary activities include the exhibition and/or creation of visual art or services for the visual arts field; i.e., painting, printmaking, photography, crafts, design arts, architecture, etc. Applicants represent a diverse field including nonprofit, university galleries; museums; alternative exhibition spaces; and organizations involved in the creation of public art.

Multicultural Entry Program 2001-2004

GUIDELINES & APPLICATION

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Application Instructions

This application form has been revised; read instructions before completing the application. Failure to include the information in the required format may result in elimination of your proposal. Applications must be typewritten in easily readable type size; we recommend using 12 pt. CG Times or Times New Roman.

Include With Your Application

1. Short 1/2 page biographies (not resumes) of key artistic, administrative or other personnel, including personnel to be hired in conjunction with the proposed request.
2. Arts programming schedule of activities for current year (2000-01 or 2000) and projected year (2001-02 or 2001). Designate if work is **produced** or **presented** by your organization. Work **produced**: Organization is responsible for the expenses incurred in the creation of the artistic work and the assembly of the artistic elements of a production. Work **presented**: Organization selects artists and companies, engages them to perform, pays them a fee and brings them together with audiences and communities.
3. Letters of support. Send no more than three.
4. No more than three recent reviews, if available.
5. Brochures, fliers or programs from the past year. Send no more than three examples.
6. Documentation of artistic work (mandatory). The quality of your organization's artistic work will be very important in evaluating your application. Send **recent** documentation as indicated below which shows your work at its best. **Do not send original work or your only copy of documented work. If you wish to have your materials returned, include self-addressed packaging with adequate postage.** Refer to pages 11-13 for description of work submitted.

Prepare an original application with its attachments and make 10 copies (single-sided only).

All attachments to the application and its duplicate sets must be collated.

Send one signed original and 10 clear copies of the application and attachments. Be sure to keep a copy for your files.

Documentation

- **Arts Service/Arts in Education/Arts Presenters:** List of programs and services, eligibility criteria and fee structure for clients or members. For Arts in Education, briefly describe the services of your program. Fill out corresponding log. Refer to page 13. Submit samples of work that apply in discipline-specific areas of service and attach corresponding log(s). Refer to pages 11-13. Arts presenters should submit a list of their 2000-01 and 2001-02 activities, indicating if work is presented or produced.
- **Dance:** One video cassette, a total of five minutes that represents your best work cued appropriately. Refer to page 11.
- **Interdisciplinary Arts:** Maximum of 20 slides, or one audio (five minutes) or video cassette (five minutes) cued appropriately. Refer to page 12.
- **Literature:** At least five copies of publications (books, journals, magazines) from the past two years.
- **Media:** One audio (five minutes) or video cassette (five minutes) cued appropriately. Refer to page 12.
- **Multi-Disciplinary Arts:** Maximum of 20 slides and/or one audio (five minutes) or video cassette (five minutes) cued appropriately. Refer to page 12.
- **Music:** Submit a CD or audio tape. If submitting audio tape, running time should be five minutes. Use only one side of the tape cued appropriately. Refer to page 12. Choruses: Include at least one unaccompanied selection.
- **Theater:** Five minutes of videotape, 10 photos, or 20 slides maximum. Refer to page 12.
- **Visual:** One video cassette (five minutes) or 20 slides maximum. At least five copies of recent catalogues if appropriate. Refer to page 11.

Multicultural Entry Program 2001-2004 GUIDELINES & APPLICATION

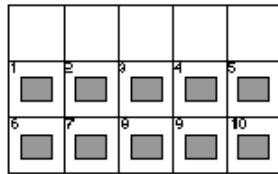
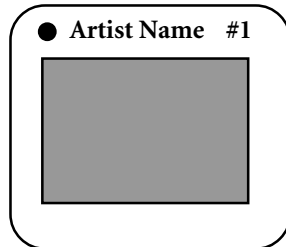
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

How to Submit Samples of Work

We urge you to pay special attention to the quality and relevance of the work samples you submit. Be sure to include samples of recent work (within last three years), and work relevant to the art forms in which you are involved. **Do not send originals.**

Panelists will spend up to five minutes reviewing your work.

Slides



- Enclose slides in a clear plastic slide file sheet. Use plastic or sturdy cardboard mounts only (applicant's name should appear on the slide file sheet).
- Slides of art work must be numbered, marked with the name of group and artist, and marked with a dot/arrow to indicate the top of the slide. Slides of activities must have name and separate list to identify the activity and participants. Fill out corresponding log. Refer to page 11.

Video Tape

- Video tapes must be in the VHS format.
- Label all cassettes and boxes with applicant's name, artist's name, title of tape, date or place of performance and date of production. Fill out corresponding log. Refer to pages 11 or 12.
- Cue to a five-minute sample of work you want the panel to see.

CD or Audio Tape

- Label all CDs or cassettes with applicant's name, artist's name, title of tape, date or place of performance and date of production. Fill out corresponding log. Refer to page 12.
- Indicate which selections (on CD) or cue up a five minute sample of work (on cassette) you want the panel to hear.
- If applying under music, and submitting a cassette, use only High Bias (Position II - Chrome) audio tapes using Dolby B noise reduction. Otherwise, use standard cassette format.
- Entire compositions need not be included. Sections or movements are acceptable, but there must be no fade-outs, post-recording edits, or cutoff to interrupt the music.
- Where possible, reduce the length of the applause, verbal commentary, etc.

Cue your video and audio tapes and indicate so on your tape!

Mailing Your Application

Send the original and 10 collated copies of completed application and its attachments to the California Arts Council and indicate discipline on the envelope. Faxed applications will not be accepted. Mail all materials to:

**MULTICULTURAL ENTRY PROGRAM
CALIFORNIA ARTS COUNCIL
1300 I STREET, SUITE 930
SACRAMENTO, CA 95814**

Multicultural Entry Program 2001-2004 GUIDELINES & APPLICATION

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

(PLEASE PRINT OR TYPE)

Name of Arts Group _____

Contact Person _____

Mailing Address _____
(Number and Street, or P.O. Box)

(City, County, and ZIP Code)

Telephone _____
(Day) _____ (Evening) _____

(Fax) _____ (Email) _____ (Web) _____

Check if your arts group is an incorporated, tax-exempt 501(c)(3) arts organization. ☐ _____

Federal Employer ID No. (if applicable)

FISCAL RECEIVER (refer to Fiscal Receiver on page i)

Name of Fiscal Receiver _____ (Federal Employer ID No.)

Contact Name _____

Street Address _____

City/County/Zip _____

Telephone: _____ Fax: _____ Email: _____

1. Check one category which best describes the work produced by your arts group/organization (see definitions on page v). Indicate discipline for items 12, 17A, B, & C):

- | | | |
|---|--|---|
| <input type="checkbox"/> 01 Dance | <input type="checkbox"/> 06 Design Arts/Architecture | <input type="checkbox"/> 14 Multi-Disciplinary |
| <input type="checkbox"/> 02 Music | <input type="checkbox"/> 07 Crafts | <input type="checkbox"/> 12 Folk Arts (_____) |
| <input type="checkbox"/> 03 Opera/Musical Theater | <input type="checkbox"/> 08 Photography | <input type="checkbox"/> 17A Arts Service(_____) |
| <input type="checkbox"/> 04 Theater | <input type="checkbox"/> 09 Media Arts | <input type="checkbox"/> 17B Arts in Education(_____) |
| <input type="checkbox"/> 05 Visual Arts | <input type="checkbox"/> 10 Literature | <input type="checkbox"/> 17C Presenters(_____) |
| | <input type="checkbox"/> 11 Interdisciplinary | |

2. Check one if your primary activity (over 50%) is in any of the following areas. If none apply, check none of the above.

- | | |
|--|---|
| <input type="checkbox"/> 17A Arts Service | <input type="checkbox"/> 17C Presenters |
| <input type="checkbox"/> 17B Arts in Education | <input type="checkbox"/> 99 None of the above |
| <input type="checkbox"/> 17D Arts in Education activity takes place in public schools, and the State Department of Education's visual and performing arts framework is being used. | |

3. Number of years applicant has consistently been doing arts programming: _____

4. Have you previously received funding from the Multicultural Entry Program? ☐ No ☐ Yes
If yes, year funded: 19_____
Number of years funded: _____

5. If you have applied for funding in the Organizational Support Program (OSP) previously, please indicate most recent application status:

Year Applied: _____ ☐ Funded ☐ Not Funded

6. Certification of Eligibility for Funding

I hereby certify that to the best of my knowledge and belief, the data in this application and in any attachments hereto are true and correct.

Authorized Official Signature_____
Date_____
Typed Name and Title

**Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION****Application Deadline: September 1, 2000 / Funding to start: July 1, 2001**

7. Describe your arts group and its work; i.e., the artwork produced, your group's artistic purpose, number of group members, how long you've been together, where and when you've performed/exhibited/published, etc. (Do not use more than the space provided.)

Please provide current numbers:

- | | | | |
|----------------------------------|-------|-----------------------------------|-------|
| a. How many full-time positions? | _____ | c. How many consultant positions? | _____ |
| b. How many part-time positions? | _____ | d. How many volunteers? | _____ |

8. Describe your goals and plans for the next two to three years. How would the Entry Grant support these goals and plans? (Do not use more than the space provided.)

For groups, ensembles or companies in dance, music, theater, or interdisciplinary performing arts:

- | | | |
|---|----------|---------|
| a. Have you been presented (do not include self-produced performances) for public performances (not school performances) by another organization within the last two years? | _____yes | _____no |
| b. Do you have promotional materials available for potential presenters? | _____yes | _____no |

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

9. Describe the characteristics of the community(ies) your group/organization primarily serves.
10. Explain how the community(ies) you serve supports your group/organization's work. Include audience numbers from events and activities, monetary contribution figures and/or examples of in-kind support (refer to definition on p. 9, XII). Attach letters of support to the application.
- a. Approximate size of your total audience in the last year?
_____ less than 500 _____ 501-1,000 _____ 1,001-5,000 _____ 5,001-10,000 _____ 10,001+
- The following questions pertain to facilities operated or controlled on a long-term basis by the applicant:
- b. Do you have a facility? _____ yes _____ no
- c. If yes, is your facility _____ rented _____ leased _____ owned _____ wheelchair accessible

Name of Group/Organization: _____

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

12. The first year's MCE grant activities may not begin before July 1, 2001, and should be completed by June 30, 2002. Relating to the grant request only, indicate the planned activities on the timeline below. (NOTE: Activities need not extend throughout the entire contract year.)

Activities Planned

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Instructions for Page 6

Request Budget

Following is the budget breakdown for your CAC Request. Use the categories listed on the page, but first carefully read the following explanations of the budget components.

Proposal Summary

In completing EXHIBIT A, the Proposal Summary, be very specific about how CAC funds will be spent in the contract period. Do not use general statements such as "operating support" or "administrative and artistic fees." Instead, provide detail of expenditures such as operating expenses to support rent, utilities, publication of newsletter, or specific project related expenditures such as exhibition installation costs, production costs, etc.

For administrative and artistic expenditures, indicate program or project area and the specific responsibilities of the individual. If known at the time the application is submitted, include the names of administrative and/or artistic personnel, consultants and artists that may be hired for a project. All types of expenditures must be detailed in the Proposal Summary.

A lack of specificity in preparing EXHIBIT A, the Proposal Summary, may reflect negatively on your application.

Personnel

Identify personnel for which you are requesting funds by using the categories provided. Indicate new positions by checking the box next to the job title listing. "Rate of Pay" (payment per hour, day, week, month, year) should include compensation and fringe benefits and should be indicated for all personnel requests.

Note: *If a position overlaps categories (i.e. an artistic director who is also a business manager), indicate the total salary as one line, but show approximate percentage of time spent on each activity.*

1. **Artistic salaries:** artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, actors, dancers, musicians, teachers, traditional folk artists, puppeteers, guest artists, artistic residencies, artistic consultants, and artist scholarships (non-travel).

2. **Administrative salaries:** program and managing director, executive director, general manager, business manager, public relations officer, marketing/development staff, clerical staff, and maintenance and security staff, ushers, box office personnel, administrative consultants.
3. **Technical personnel salaries:** technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, technical consultants and peer panel members.

Note: *All job titles should provide gross, not net, pay rate and total hours/months budgeted. Where several persons hold the same job title and pay rate, indicate how many.*

Operating and Production Expenses

Includes space rental, equipment rental, regranting, travel (in-state), supplies, postage, printing, utilities, and, artist scholarships for travel (within California only).

Applicant Cash Match

First Year: Groups applying for the first time, or those who have applied in the past but have not received funding, do not need to match request on first year.

Fourth Year: Groups that have completed or expect to complete their first three-year cycle by June 20, 2001, need to match their request with \$2,000.

Seventh Year and Beyond: Groups that have completed or expect to complete their second three-year cycle by June 30, 2001, and beyond need to match their request dollar-for-dollar, (\$4,000).

Do not staple.

Name of Group/Organization: _____

Multicultural Entry Program 2001-2004 GUIDELINES & APPLICATION

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Request Budget

EXHIBIT A

Proposal Summary: Must be completed by all applicants in 35 words or less:

	New	Job Title	Rate of Pay	CAC Request	Applicant Cash Match* (do not show overmatch)
<u>Line Items</u>					
1. Artistic - Salaries	<input type="checkbox"/>	_____	_____	_____	_____
	<input type="checkbox"/>	_____	_____	_____	_____
	<input type="checkbox"/>	_____	_____	_____	_____
		Subtotal:		\$ _____	\$ _____
2. Administrative - Salaries	<input type="checkbox"/>	_____	_____	_____	_____
	<input type="checkbox"/>	_____	_____	_____	_____
	<input type="checkbox"/>	_____	_____	_____	_____
		Subtotal:		\$ _____	\$ _____
3. Technical - Salaries	<input type="checkbox"/>	_____	_____	_____	_____
	<input type="checkbox"/>	_____	_____	_____	_____
	<input type="checkbox"/>	_____	_____	_____	_____
		Subtotal:		\$ _____	\$ _____
4. Total Personnel Expenses (Add 1, 2 and 3 above)				\$ _____	\$ _____
5. Operating/Production Expense Category				\$ _____	\$ _____
TOTAL REQUEST BUDGET (add Lines 4 and 5)				\$ _____	\$ _____

SOURCE(S) OF MATCH. Please indicate the source(s) of the income listed in the applicant Cash Match column.

Earned Income: admissions, fees, etc.	\$ _____
Private and business contributions	\$ _____
Foundations (please specify)	\$ _____
Government grants other than California Arts Council (please specify) _____	\$ _____
Other	\$ _____

★Required Cash Match:

First Year \$0
 Fourth Year \$2,000
 Seventh Year & Beyond \$4,000

TOTAL: \$ _____
 (This total should be the same
 as the applicant Cash Match total above.)

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Group/Organization's Annual Budget Summary Instructions for Page 8

Definitions

I.A. Contributed Income:

- Federal Government: Cash support from grants or appropriations by federal agencies, including the National Endowment for the Arts (NEA). Use a note to indicate which NEA program is the source of a grant.
- State Government: Cash support (other than this request) from the CAC or other state agencies.
- Grant Amount Requested: For projected year only, write total grant request.
- Local/Municipal Government: Cash support from grants or appropriations by city, county, in-state regional and other government agencies.
- Individual Contributions: Cash support from private individuals; i.e., donations from patrons, boards of directors, etc.
- Business/Corporate Contributions: Cash support.
- Foundations: Cash support from private or community foundations. (Note: List corporate foundation support on line 6.)
- Memberships: Cash support (usually dues) from constituents or patrons who receive membership privileges.
- Fund-raising: Include *gross* proceeds from benefits, or other special events. Include contributions from guilds and auxiliaries. Do not include income from bookstores, restaurant, or other non-program-related activities. These should be listed on Earned Income lines.

I.B. Earned Income:

- Admissions: Revenue from admissions, tickets, subscriptions, etc.
- Touring: Revenue from touring activities.
- Contracted Services: Contract revenue from specific services (usually with an organization or unit of government), including performance or residency fees, etc.
- Tuition/Workshops: Revenue from sale of services (usually to individuals), such as classes, workshops, training.
- Product Sales: Earned revenue from other sources, such as catalog sales, advertising space in programs, parking, etc.
- Investment Income: Dividends, interest, capital gains and their proceeds, including earnings from endowments.
- Other: Other sources, if any, such as *net* income from bookstores, restaurant, or other non-program-related activities.

II.A. Personnel Expenses: Include salaries, wages and benefits for employees, payment to consultants.

- Artistic/Administrative/Technical: For full-time, include all year-round and permanent staff; for Other, include all part-time, project based, seasonal, collaborating, and consulting personnel.

II.B. Operating Expenses May Include

- Facility Expenses/Space Rental: Rental of office, rehearsal facilities, theater, hall, gallery, etc., and overhead for basic utilities. Also include nonstructural renovations and improvements. *Do not include capital expenditures.*
- Marketing: Marketing, publicity, and promotion, not including payments to personnel listed above. (II.A.). Include: costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, or posters; food, drink, and space rental when directly connected to promotion, publicity, or advertising.
- Production/Exhibition: Costs of artistic production, including: electricity, storage, photo supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under Travel.
- Travel: All travel connected with personnel, including fares, hotels, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances.
- Fund-raising Expense: Total cost of fundraising activities. Fund-raising expenses should relate to fundraising events included in Contributed Income.
- Other Operating Expenses: Include loan payments, interest charges, miscellaneous administrative expenses not covered above; yearly acquisitions budget; insurance; structural improvements. Include separate attachments listing items and amounts.

III. Surplus Income (Deficit): Enclose deficit figures within parentheses.

Contact MCE Program staff if you need clarification on "Group's Annual Budget Summary."

Multicultural Entry Program 2001-2004

GUIDELINES & APPLICATION

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Group/Organization's Annual Budget Summary

(Before completing this page, read the instructions on page 7.)

Fiscal Year begins (month) _____. This budget page is to cover three full years, 12 months per year. If your fiscal year corresponds to the calendar year (January 1 to December 31), include budgets for 1999, 2000 and 2001.

Operating Budget Only

	Calendar 1999 or FY 1999-00 (Actual)	Calendar 2000 or FY 2000-01 (Current)	Calendar 2001 or FY 2001-02 (Projected)
I. INCOME			
A. Contributed			
1. Federal Government	_____	_____	_____
2. State Government (do not include this request)	_____	_____	_____
3. Grant Amount Requested	_____	_____	_____
4. Local/Municipal Government	_____	_____	_____
5. Individual Contributions	_____	_____	_____
6. Business/Corporate Contributions	_____	_____	_____
7. Foundations	_____	_____	_____
8. Memberships	_____	_____	_____
9. Fund-raising Events (gross)	_____	_____	_____
10. Other: _____	_____	_____	_____
Subtotal Contributed	_____	_____	_____
B. Earned			
11. Admissions	_____	_____	_____
12. Touring	_____	_____	_____
13. Contracted Services	_____	_____	_____
14. Tuition/Workshops	_____	_____	_____
15. Product Sales/Concessions	_____	_____	_____
16. Investment Income	_____	_____	_____
17. Other: _____	_____	_____	_____
Subtotal Earned	_____	_____	_____
18. Grand Total Income (A+B)	_____	_____	_____
II. EXPENSES			
A. Personnel			
19. Artistic Full-time	_____	_____	_____
Other Artistic	_____	_____	_____
20. Administrative Full-time	_____	_____	_____
Other Administrative	_____	_____	_____
21. Technical Production Full-time	_____	_____	_____
Other Technical Production	_____	_____	_____
Subtotal Personnel	_____	_____	_____
B. Operating Expenses			
22. Facility Expenses/Space Rental	_____	_____	_____
23. Marketing	_____	_____	_____
24. Production/Exhibition	_____	_____	_____
25. Travel	_____	_____	_____
26. Fund-raising Expenses (gross)	_____	_____	_____
27. Other (if greater than 10% of budget, you must attach a separate schedule)	_____	_____	_____
Subtotal Operating	_____	_____	_____
28. Total Expenses (A+B)	_____	_____	_____
III. SURPLUS (Deficit) at year end			
(item 18 minus item 28)	_____	_____	_____

Using an additional page, provide budget notes explaining any inconsistencies in budget such as shifts of 10% or more in income and expense categories from year to year.

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Group/Organization's Annual Budget Summary Instructions for page 10

- | | |
|--|--|
| III. Operating Surplus (Deficit): Enclose deficit figures within parentheses. | IX. Cash Reserves: Indicate the balance, with notes detailing major increases and/or decreases. |
| IV. Carryover Fund Balance at Beginning of Year: Include only operating funds. Do not include value of endowments, cash reserves, restricted funds, or capital assets. For current and projected years, this figure should correspond to line VII of the previous column. | X. Balance of Non-operating Capital Funds: Such as construction or building funds. Provide notes detailing major increases and/or decreases to fund. |
| V. Accumulated Surplus: Add item III, plus item IV, if appropriate. | XI. Loans/Lines of Credit: Indicate the balance of all outstanding loans. Provide notes detailing the reason for the loan, the organization's repayment plan, and term of the loan. |
| VI. Other Net Adjustments: Include fund transfers, special gifts, etc. Indicate deficit adjustments within parentheses. | XII. In-Kind Contributions: Includes the value of in-kind contributions including services, capital acquisitions, space rental, and volunteer services (artistic, administrative and technical). If the total exceeds 10% of total income (line 17), attach a schedule. |
| VII. Balance at Year End: Carry this figure forward to line IV of the next year. | XIII. Pass-Through Funds: Include any funds received as a fiscal agent for the benefit of other organization(s). |
| VIII. Balance of Endowment Fund: Indicate the balance of the organization's endowment fund. Provide notes detailing major increases and/or decreases to fund. | |

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
 Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Group/Organization's Annual Budget Summary *(continued)*

	Calendar 1999 or FY 1999-00 (Actual)	Calendar 2000 or FY 2000-01 (Current)	Calendar 2001 or FY 2001-02 (Projected)
III. Operating surplus (deficit) from previous page	_____	_____	_____
IV. Carryover fund balance at beginning of year; surplus or (deficit)	_____	_____	_____
V. Accumulated surplus (deficit) (item III plus item IV; if appropriate, describe below under Budget Notes the plan to reduce deficit or utilize surplus)	_____	_____	_____
VI. Other net adjustments to operating budget (explain below)	_____	_____	_____
VII. Balance at year end (item V plus Item VI)	_____	_____	_____
VIII. Balance of endowment fund (if applicable)	_____	_____	_____
IX. Cash Reserve	_____	_____	_____
X. Balance of non-operating capital fund(s) (if applicable)	_____	_____	_____
XI. Loan(s), outstanding (specify nature of loans in budget notes below)	_____	_____	_____
XII. In-kind contributions (attach schedule if greater than 10% of total income)	_____	_____	_____
XIII. Pass-through funds (i.e., as fiscal agent, etc.)	_____	_____	_____

Budget Notes and Schedules

You are **required** to provide budget notes to explain significant changes (10% or more) in income and expense line items from year to year. If necessary, attach detailed schedules based on the organization's financial statements. (**Note: unexplained changes in income or expenses and surplus/deficit positions from year to year may reflect negatively on your application.**)

Do not staple.

Name of Group/Organization: _____

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Log of Visual Slides

Note: Slide mounts should be numbered and marked with same information as log.

	Artist	Title of work	Medium	Dimensions	Year
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Log of Dance Video Tape

Note: Cue video or audio to section you wish panel to view/hear. Panel will review up to five minutes only.

	Title of work	Choreographer	Date created	Music/sound score title/composer	Number of performers	Length of excerpts
1						
2						
3						
4						
5						

Be sure to include return package with adequate postage if you wish work samples and promotional materials returned.

Do not staple.

Name of Group/Organization: _____

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Log of Music Cassette or CD

Note: Cue audio to selection you wish panel to hear. Panel will review up to five minutes only.

Title of Work	Composer(s)	Artists Featured	Location/Date of Recording	Length
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				

Log of Media, Interdisciplinary, Multi-Disciplinary and Theater Video Tape

Note: Cue video or audio to section you wish panel to view/hear. Panel will review up to five minutes only.

Title of Sample Work _____

Format of Master _____ Date Work Completed _____ Running Time _____

Brief Description of Contents _____

Title of Sample Work _____

Format of Master _____ Date Work Completed _____ Running Time _____

Brief Description of Contents _____

Title of Sample Work _____

Format of Master _____ Date Work Completed _____ Running Time _____

Brief Description of Contents _____

Be sure to include return package with adequate postage if you wish work samples and promotional materials returned.

Do not staple.

Name of Group/Organization: _____

**Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION**

Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

Log of Arts Service/Arts in Education*

Programs and/or Services

How to Qualify for Services

Fee Structure (if applicable)

* For Arts in Education, briefly describe the services of your program. Submit samples of work that apply in discipline-specific areas of service and attach corresponding log(s) (pages 11 and 12).

Multicultural Entry Program 2001-2004
GUIDELINES & APPLICATION
Application Deadline: September 1, 2000 / Funding to start: July 1, 2001

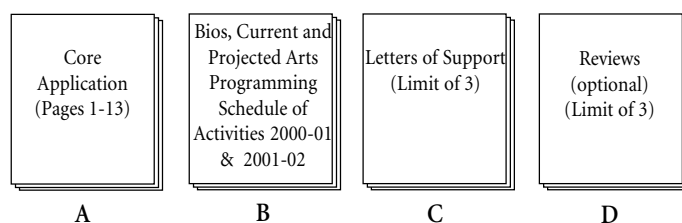
HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

Send one signed original and 10 clear copies of applications and attachments. Use clips, rubberbands or manila envelopes to keep each set separate and intact. Enclose separate sets of promotional and audio/visual materials.

Application and attachment pages must be typewritten and clearly legible. Pages must be single-sided, 8 1/2" x 11". Oversized materials and newspapers clippings must be photocopied or laid out to fit this format. Remove all staples and bindings. Applications must be postmarked or hand delivered by the deadline. **To have promotional or audio/visual materials returned, you must enclose a mailing package with adequate postage.**

Illustrated below is the order in which the application and supplementary materials must be assembled.

Step 1. Gather Application Pages.

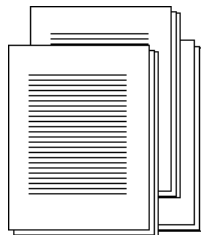


Step 2. Complete Checklist for Assembling Application and Supplements.

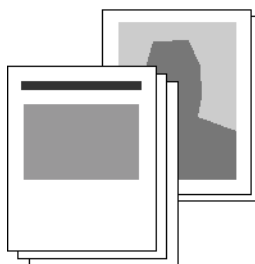
1. ☐ A Core Application (standard application pages 1, 2, 3, 4, 6, 8, 10, and if applicable, 11, 12, or 13)
- ☐ B Bios, Current and Projected Arts Programming Schedules (see page vii instructions)
- ☐ C Recent Letters of Support (limit of 3)
- ☐ D Recent Reviews (optional, limit of 3)
2. ☐ Promotional Materials - brochures, fliers or programs, etc. (limit of 3)
3. ☐ Recent Audio/Visual Materials, with return postage and packaging

Step 3. Assemble Required Number of All Items.

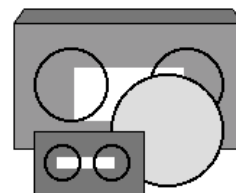
1. **Application:** (A - D above)
One signed original set,
plus 10 photocopied sets.
(single-sided only)



2. **Promotional Materials:** 11
Collated Sets



3. **Audio/Visual/Literary Materials:** See pages vii and viii to determine materials and numbers required.





California Arts Council

Multicultural Entry Program

1300 I Street, Suite 930

Sacramento, CA 95814

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